

***Annual Report***  
***Fiscal Year 2015***

**BOARD OF ARCHITECTS, ENGINEERS,  
AND LAND SURVEYORS**

***July 2015***



**DIVISION OF CORPORATIONS, BUSINESS  
AND PROFESSIONAL LICENSING**

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This Annual Performance Report is presented in accordance with Alaska Statute 08.01.070(1) and Alaska Statute 37.07.080(b). Its purpose is to report the accomplishments, activities, and the past and present needs of the licensing program.

**ALASKA STATE BOARD OF ARCHITECTS, ENGINEERS, AND LAND SURVEYORS  
FY 2015 ANNUAL REPORT**

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**ALASKA STATE BOARD OF ARCHITECTS, ENGINEERS, AND LAND SURVEYORS**  
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**IDENTIFICATION OF BOARD**

<b><u>Board Member</u></b>	<b><u>Date Appointed</u></b>	<b><u>Seat</u></b>	<b><u>Term Expires</u></b>
Jeffrey Koonce Architect	March 1, 2013	Architect	March 1, 2017
John Kerr, Surveyor	March 1, 2013	Surveyor	March 1, 2017
Eric Eriksen, Electrical Engineer	March 1, 2013	Electrical/Mechanical	March 1, 2017
Colin Maynard, Civil & Structural Engineer	March 1, 2012	Civil	March 1, 2016
Dave Hale, Surveyor	March 1, 2012	Surveyor	March 1, 2016
Kathleen Schedler, Mechanical Engineer	March 1, 2012	Engineer at Large	March 1, 2016
Richard Rearick, Architect	March 1, 2012	Architect	March 1, 2016
Luanne Urfer, Landscape Architect	July 1, 2013	Landscape Arch	June 30, 2017
Donald John Christensen, Public Member	March 1, 2014	Public	March 1, 2018
H. Keith Walters, Mining Engineer	March 1, 2012	Mining	March 1, 2016
Brian Hanson, Civil & Mining Engineer	March 1, 2014	Civil	March 1, 2018

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**IDENTIFICATION OF STAFF**

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# ALASKA STATE BOARD OF ARCHITECTS, ENGINEERS, AND LAND SURVEYORS

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### BOARD MISSION

The board adopts regulations to carry out its mission to protect the public health, safety, and welfare through the regulation of the practice of architecture, engineering, land surveying, and landscape architecture by:

- ensuring that those entering these practices meet minimum standards of competency, and maintain such standards during their practice;
- requiring licensure to practice in the State of Alaska; and
- enforcing both the licensure and competency requirements in a fair and uniform manner.

Board Meetings: The Board of Registration for Architects, Engineers and Land Surveyors held four 2-day meetings in FY15 as follows:

- August 11-12, 2014 in Anchorage
- November 4-5, 2014 in Anchorage
- February 5-6, 2015 in Juneau
- May 7-8, 2015 in Fairbanks

Board Appointments: There were no new Board appointments in FY15.

Application Review: During FY 15 the board reviewed --- applications for registration and/or examination. --- were found to be incomplete.

For complete statistical information refer to the Statistical Overview beginning at page \_\_\_\_.

Investigations/Disciplinary Processes. The AELS Board considers investigation procedures and enforcement to be one of its most important responsibilities. To this end the Board has successfully instituted the use of the disciplinary guidelines developed in FY09.

On September 4, 2013 SB 16 became effective and the AELS Board now has a full time investigator.

Board Committees: Following are the current Special and Standing Committees of the board:

#### Special Committees:

- Licensure Implementation
- Registration & Practice
- Licensure Mobility

#### Standing Committees:

- Investigative Advisory (rotational 2 member teams)
- Guidance Manual
- Legislative Liaison
- Emeritus Status

- Budget and Fees Committee
- Continuing Education
- IDP Liaison

National and Regional Meetings: To keep abreast of national trends, other states' standards for registration and emerging issues, board members and staff attended meetings and conferences sponsored by the following national organizations:

- National Council of Architect Registration Boards (NCARB)
- National Council of Examiners for Engineering and Surveying (NCEES)
- Council for Landscape Architect Registration Boards (CLARB)
- Western Council of Architect Registration Boards (WCARB)
- Western Zone National Council of Examiners for Engineering and Surveying

Following completion of board-related travel the attending members write in depth reports for presentation at board meetings, so that all board members benefit from attendance at these meetings.

To encourage board member and staff attendance at meetings, some travel is funded by the national organization sponsoring the meeting.

Also, many of the board members and ex-Board Members serve on committees of these organizations:

- Richard Rearick, Architect – member: NCARB - Education Committee and the NAAB Accreditation Board.
- Colin Maynard, PE – member: NCEES Uniform Procedures and Legislative Guidelines (UPLG) Committee.
- Brian Hanson, PE – member: NCEES Examinations for Professional Engineers (EPE) Committee. Western Zone Assistant Vice-President.
- John Kerr, PS – member: NCEES Future of Surveying Task Force
- Harley Hightower, Architect – ex member: Architect Registration Examination (ARE) Committee.
- Boyd Brownfield, PE – ex member: NCEES Law Enforcement Committee.

Travel to committee meetings is fully funded by the National Organizations.

Statute Changes:

Regulations Adopted: The following regulations were adopted during FY 14:

- 12 AAC 36.071 Standards of Practice for Land Surveyors.

Board Policies Adopted in FY 13: The board did not adopt any new policies during FY 14.

Staff: No new staff positions were created.

# ALASKA STATE BOARD OF ARCHITECTS, ENGINEERS, AND LAND SURVEYORS

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### BUDGET RECOMMENDATIONS FOR FY 2016

**TRAVEL REQUESTS:** ranked in order of the board's priority. Provide the best estimates based on past actuals and seasonal trends in travel, such as summer hotel rooms or increased fuel costs. Calculate on full costs and note any third-party fiscal offsets. Expand the tables below as needed.

#### Board Meetings

Date	Location	# of Board Members	# of Staff	Total Estimated Cost (total of airline, hotel, mileage, M&IE, parking, rental car, taxi, etc.)
8/6-7/2015	Anchorage	11	2	\$6,000
11/5-6/2015	Anchorage	11	2	\$6000
	Juneau	11		\$9,000
	Fairbanks (additional staff is The investigator)	11	3	\$10,000

#### Travel Required to Perform Examinations

Date	Location	# of Board Members	# of Staff	Total Estimated Cost (total of airline, hotel, mileage, M&IE, parking, rental car, taxi, etc.)
4/17/15	Anchorage		1 Proctor	\$150
Description of meeting and its role in supporting the mission of the board: <b>To administer the Alaska Land Surveying Examination (AKLS). We use proctors as much as possible.</b>				
4/17/15	Fairbanks		1 Proctor	\$150
Description of meeting and its role in supporting the mission of the board: <b>To administer the Alaska Land Surveying Examination (AKLS). We use proctors as much as possible.</b>				

#### Out-Of-State Meetings and Additional In-State Travel

Rank in order of the board's priority. "Reimbursement" refers to payment to cover travel costs. "Direct" refers to an offer by a company to secure travel arrangements on behalf of the board member.

Rank	Date	Location	# of Board Members	# of Staff	Total Estimated Cost		Total Potential Third-Party Offset
					(total of airline, hotel, mileage, M&IE, parking, rental car, taxi, etc.)	Conference Fee	Reimbursement x Direct
1	8/19-22/2015	Williamsburg, VA  (2 staff is Board Exec and Investigator)	4 (funded by NCEES)	2	\$13,270 for 2 board and 2 staff	\$2700 for 4 Board and 2 staff waived for 2 funded delegates	Airfare & Hotel For 2 delegates
	Description of meeting and its role in supporting the mission of the board: This is the Annual Conference of the National Council of Examiners for Engineers and Surveyors (NCEES). NCEES is a confederation of all the state and territorial boards. Their mission is to help member boards in carrying out their charge to protect the health, safety and welfare of the general public. Board members serve on committees that write the examinations and recommended requirements for licensure in the United States. Representation by Alaska Board members insure our input to the decisions that govern the professions. <b>NCEES will fund two voting delegates and one new member.</b> They will reimburse the airfare, hotel, waive the conference fee and provide \$175 toward M&IE for meals not covered and incidentals for each funded member.						
2	9/15-19/2015	New Orleans, LA	2	1	\$5000	\$2375	<input type="checkbox"/> Reimbursement <input type="checkbox"/> Direct
	Description of meeting and its role in supporting the mission of the board: This is the Annual Conference of the Council of Landscape Architect Registration Boards (CLARB). CLARB is a confederation of all the state and territorial boards. Their mission is to help member boards in carrying out their charge to protect the health, safety and welfare of the general public. Board members serve on committees that write the examinations and recommended requirements for licensure in the United States. Representation by Alaska Board members insure our input to the decisions that govern the profession. <b>No third party reimbursement.</b>						
3	3/10-12/2016	Savannah, GA	2	1	\$3986	\$1350	<input checked="" type="checkbox"/> Reimbursement <b>Usually for all 3</b>
	Description of meeting and its role in supporting the mission of the board: This is the Annual Conference of the Western Region of the Council of National Council of Architect Registration Boards (WCARB). It comprises the Western States and is a preparatory meeting to the NCARB Annual Conference where issues important to the western states are discussed and positions on motions that will be brought before the Council at their Annual conference are formed. <b>Reimbursement for two board members. Staff may or may not be reimbursed.</b>						

4	5/19-21/2016	Anchorage, AK	11	3	\$6500	\$6300	3 usually funded
	This is the Annual conference of the Western Zone of the National Council of Examiners for Engineering and Surveying. This consists of the western states and is a preliminary to the National Meeting to review motions and other issues that will be voted on at the National meeting and prepare any objections or support for the motions or other issues. It's important our entire board be present since we are host Board.						
5	6/15-18/2016	Seattle, WA	2	1	\$3957	\$1500 Usually waived	X Reimbursement Usually all 3
	Description of meeting and its role in supporting the mission of the board: Description of meeting and its role in supporting the mission of the board: This is the Annual Conference of the National Council of Architectural Registration Boards (NCARB) NCARB is a confederation of all the state and territorial boards. Their mission is to help member boards in carrying out their charge to protect the health, safety and welfare of the general public. Board members serve on committees that write the examinations and recommended requirements for licensure in the United States. Representation by Alaska Board members insure our input to the decisions that govern the profession.						
6	Unknown	Southeast Alaska		1	\$3450		
	Description of meeting and its role in supporting the mission of the board: Investigator sweep through Southeast (Ketchikan, Petersburg, Wrangle and Juneau to inspect building sites for compliance.						
7	Unknown	Kenai		1	\$250		
	Description of meeting and its role in supporting the mission of the board: Investigator sweep down the Kenai Peninsula to inspect building sites for compliance.						
8	Unknown	Seward		1	\$250		
	Description of meeting and its role in supporting the mission of the board: Investigator sweep to Seward and vicinity to inspect building sites for compliance.						
9	May 2015	Fairbanks		1	\$750		
	Description of meeting and its role in supporting the mission of the board: Investigator sweep to Fairbanks and vicinity to inspect building sites for compliance.						
10							

## NON-TRAVEL BUDGET REQUESTS

### Dues/Memberships/Resources/Online Training/Teleconferences/Examination Contracts

Provide details of the budgetary request. Break down into specific events, where applicable.

1	<b>Product or service:</b> Annual Dues	<b>Provider:</b> CLARB	<b>Cost per event:</b> \$5,325
	Description of item and its role in supporting the mission of the board: They provide the Landscape Architect Registration Examination (LARE) for Alaska applicants.		
2	<b>Product or service:</b> Annual Dues	<b>Provider:</b> NCARB	<b>Cost per event:</b> \$6,500
	Description of item and its role in supporting the mission of the board: They provide the Architect Registration Examination (ARE) for Alaska applicants.		
3	<b>Product or service:</b> Annual Dues	<b>Provider:</b> NCEES	<b>Cost per event:</b> \$6,500
	Description of item and its role in supporting the mission of the board:		
4	<b>Product or service:</b> Annual Dues for WCARB	<b>Provider:</b> Western Region of NCARB	<b>Cost per event:</b> \$4000
	Description of item and its role in supporting the mission of the board: Support for Alaska issues at Annual NCEES meetings.		
5	<b>Product or service:</b> AKLS examination	<b>Provider:</b> Test, Inc.	<b>Cost per event:</b> \$10,000
	Description of item and its role in supporting the mission of the board: Provide a workshop to produce questions for the item bank and provide an exam on requirements unique to Alaska for prospective land surveyors.		



**Other Items with a Fiscal Impact:**

<b>Product or service:</b> Coffee/tea service for Board Meetings	<b>Provider:</b> Various	<b>Cost per event:</b> \$800 per year
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Description of item and its role in supporting the mission of the board:  
Meetings are public meetings and coffee service is authorized

**Summary of FY15 Fiscal Requests**

Board Meetings	\$31,000
Travel for Exams	\$300
Out-Of-State and Additional In-State Travel	\$37,413
Dues/Memberships/Resources/Online Training/Teleconferences	\$32,325
Total Potential Third-Party Offset	\$10,000
Other	\$800
<b>Total Requested:</b>	<b>\$101,838</b>

**Additional information:** I did not include potential third-party offset in the total. The Board supports maximum attendance at National meetings. They also ask that the Investigator attend the NCEES National.

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**RECOMMENDATIONS FOR PROPOSED LEGISLATION FOR FY 2016**

**Focus Area (Check all that apply)**

- ☐ Economic Development
- ☐ Government Within Our Means
- ☐ National Regulatory/Industry Changes
- x Enhance Public Protection

**1. Subject and Proposed Language (include intent and statutory reference)**

Legislation to make the landscape architect seat a permanent voting seat.

**2. Explain the benefits the proposed legislation would provide.**

To protect the health, safety and welfare of the public.

**3. Explain the consequences, if any, of not implementing the proposed statutory change.**

They are represented on the Board and should have a vote.

**4. Describe any potential negative impacts of this legislation and how they would be minimized.**

None known

**5. Who do you anticipate will support the bill and why? Include municipalities, groups, etc...**

The Board, Local societies, landscape architects

**6. Who do anticipate will oppose the bill and why?**

Unknown

**7. What other state departments will be affected by this legislation? Have you discussed the impact with the affected departments, and if so who and do they support this bill?**

Unknown.

**8. Identify and describe any previous state or federal legislation or similar efforts in other states which affect or relate to this proposal.**

**9. Has this bill topic been previously introduced in the legislature? If so, what was the final outcome and why?**

Yes, Legislation was introduced several years ago but died in committee.

**10. In the event questions should be raised during review of this request, please indicate below which board member should be contacted:**

Colin Maynard or Luann Urfer.

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**REGULATION RECOMMENDATIONS FOR FY 2016**

The Board may public notice regulations to add requirements for a structural engineering license.

The Board may introduce regulation changes to eliminate the requirement for applicants for the Fundamentals of Engineering and Fundamentals of Surveying exams to apply to the Board for approval prior to taking the exam.

# ALASKA STATE BOARD OF ARCHITECTS, ENGINEERS, AND LAND SURVEYORS

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### GOALS AND OBJECTIVES FOR FY 2016

Goal	Objectives
<ul style="list-style-type: none"> <li>● Protect the public by: <ul style="list-style-type: none"> <li>- promptly investigating and adjudicating law violations</li> <li>- effectively discouraging violations of law before they occur</li> <li>- providing information and education</li> <li>- fostering relationships with state agencies</li> <li>- ensuring that registrants meet minimum standards of competency and maintain such standards during their practice</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Active board participation in investigations and sanctions; Board investigative advisory committee.</li> <li>● Continue to foster working relationship with State Fire Marshal's Office; The investigator works closely with the Fire Marshal making presentations at their Building Officials yearly Forum and a representative is invited to board meetings.</li> <li>● Enhance the Board's website by ensuring information is relevant and current; Ongoing. The Board also has a committee working on social networking.</li> </ul>
<ul style="list-style-type: none"> <li>● Promote statutes and regulations that are clear, relevant, unambiguous and functional</li> </ul>	<ul style="list-style-type: none"> <li>● Pursue a Statute change to make the Landscape Architect seat a permanent voting seat. The board is presently seeking a sponsor.</li> <li>Pursue Regulation changes to Repeal, 12 AAC 36.062 and 12 AAC 36.064.</li> <li>Pursue Regulations changes to amend 12 AAC 36.063 and 12 AAC 36.065.</li> <li>Pursue Regulation changes to add requirements for structural engineering.</li> </ul>
<ul style="list-style-type: none"> <li>● Increase public and professional awareness of the Board's <ul style="list-style-type: none"> <li>- mission</li> <li>- activities that protect the health, safety and welfare of the public</li> <li>- services to the public and registrants</li> <li>- continuing education regulations</li> <li>- statutes and regulations</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Promote use of the board's list serve function to interested parties</li> <li>● Continue to update and improve the board's "Guidance Manual"</li> <li>● Continually update the board's website with new and changing information</li> <li>● Extend invitations to board meetings</li> <li>● Require registrants to successfully complete a jurisprudence questionnaire: The JPQ is presently on our webpage and can be downloaded and submitted with the application.</li> </ul>
<ul style="list-style-type: none"> <li>● Foster relationships with NCEES, NCARB, CLARB and other Member Boards</li> </ul>	<p>A number of Board Members present and past are serving as officers or actively participating in committees of these organizations.</p>

List the Board's FY15 goals and objectives. Include any strengths, weaknesses, opportunities, and threats, as well as any resources needed:

Goal	Objectives
<ul style="list-style-type: none"> <li>● Protect the public by: <ul style="list-style-type: none"> <li>- <i>promptly investigating and adjudicating law violations</i></li> <li>- <i>effectively discouraging violations of law before they occur</i></li> <li>- <i>providing information and education</i></li> <li>- <i>fostering relationships with state agencies</i></li> <li>- <i>ensuring that registrants meet minimum standards of competency and maintain such standards during their practice</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Pursue a statute change to provide the Board with a full time Investigator. Goal achieved. Provide the Investigator with the necessary travel funds to visit all areas of the State where construction is occurring.</li> <li>● Active board participation in investigations and sanctions; Board investigative advisory committee.</li> <li>● Continue to foster working relationship with State Fire Marshal's Office; Continue working closely with the Fire Marshal and Building Officials throughout the State. Continue making presentations at their Building Officials yearly Forum.</li> <li>● Enhance the Board's website by ensuring information is relevant and current; Ongoing. The Board also has a committee working on social networking. Committee disbanded due to lack of information from the State.</li> </ul>
<ul style="list-style-type: none"> <li>● Promote statutes and regulations that are clear, relevant, unambiguous and functional</li> </ul>	<ul style="list-style-type: none"> <li>● Pursue legislative authority to regulate trainees. Regulation voted down by board due to push back by the Legislative Administrative Regulation Review Committee. A new tact will be attempted in FY16</li> </ul> <p>Initiate regulation projects to establish requirements for structural engineers by submitting changes to 12 AAC 36.063, 12 AAC 36.108, 12 AAC 36.180, 12 AAC 36.185 (new – Registration in Additional Branches of Engineering (Grandfathering), 12 AAC 36.180(b), 12 AAC 36.990(a), Regulation voted down and a new project initiated due to push back from Registrants and DOT.</p> <p>Initiate a change to 12 AAC 36.510 to clarify the continuing education requirements. Accomplished.</p>
<ul style="list-style-type: none"> <li>● Increase public and professional awareness of the Board's <ul style="list-style-type: none"> <li>- <i>mission</i></li> <li>- <i>activities that protect the health, safety and welfare of the public</i></li> <li>- <i>services to the public and registrants</i></li> <li>- <i>continuing education regulations</i></li> <li>- <i>statutes and regulations</i></li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>● Promote use of the board's list serve function to interested parties. Ongoing.</li> <li>● Continue to update and improve the board's "Guidance Manual". Ongoing.</li> <li>● Continually update the board's website with new and changing information. Ongoing.</li> <li>● Extend invitations to board meetings. Ongoing</li> <li>● Pursue use of the social networking sites. Tabled.</li> </ul>
<ul style="list-style-type: none"> <li>● Foster relationships with NCEES, NCARB, CLARB and other Member Boards</li> </ul>	<p>Continue to encourage new members to become involved in the National Organizations.</p>

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**SUNSET AUDIT RECOMMENDATIONS**

Date of last Legislative Audit: 2008

Board sunset date: 2017

**Audit Recommendation #1: Review registration fees as provided by statute and consider decreasing fees.**

Action taken: Fees were reduced in 2009 to eliminate a surplus.
Next Steps: In 2013 the Board was in the red so fees were increased.
Date completed: November 2013. Board will be active in recommending changes to the Division.

**Audit Recommendation #2: Ensure that Corporations, Limited Liability Companies and Limited Liability Partnerships are licensed in accordance with state regulations.**

Action Taken: The acknowledgement from the person designated in responsible charge was missing from several files. This was corrected.
Next Steps: Continue monitoring
Date completed: Ongoing

**Audit Recommendation #3: Office of the Governor should fill vacant seats in a timely manner.**

Action taken: Appointments have been timely since.
Next Steps: Continue monitoring
Date completed: Ongoing

**Audit Recommendation #4:**

Action taken:
Next Steps: